

# MASTER HOLIDAY GUEST PREPARATION

Season: \_\_\_\_\_ • Year: \_\_\_\_\_

## GUEST LOGISTICS

Name(s) Arrival Departure

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## GUEST ROOM PREP

Fresh Linens & Pillows

Extra Blankets

Luggage Rack/Space

Side Table Cleared

Phone Charging Cable

Wi-Fi Password Card

## BATHROOM & TOILETRIES

Fresh Towel Sets

Travel Size Toiletries

Hair Dryer

Extra Toilet Paper

Empty Trash Bin

First Aid/Aspirin

## KITCHEN & DINING

Coffee/Tea Station

Morning Snack Basket

Dietary Restrictions Noted

Beverages Stocked

Prepared Meal Plan

## **GENERAL HOUSE**

Entryway/Coat Space

Spare House Keys

Common Areas Tidied

Thermostat Adjusted

Outdoor Lighting

## **NOTES & SPECIAL REQUESTS**

"Hospitality is making your guests feel at home, even if you wish they were."